

## **PETIT JUROR GUIDE**

3/2004

WELCOME TO JURY SERVICE WITH THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA. YOU ARE BEING CALLED FOR A TWO DAY/ONE TRIAL TERM OF JURY SERVICE AT THE JAMES A. BYRNE COURTHOUSE, 601 MARKET STREET, PHILADELPHIA, PA 19106, ROOM 2710, 2<sup>ND</sup> FLOOR. **JURORS ARE TO ENTER THE COURTHOUSE ON THE 6<sup>TH</sup> STREET ENTRANCE BETWEEN MARKET AND ARCH STREETS (76 N. 6<sup>TH</sup> STREET). THIS ENTRANCE OPENS AT 8:00 A. M.** JURY ORIENTATION WILL BEGIN PROMPTLY AT 8:30 A.M. ON THE DATE INDICATED ON THE ATTACHED SUMMONS. PLEASE BRING THE SUMMONS FOR JURY SERVICE WITH YOU ON THE FIRST DAY OF JURY SERVICE.

IF THE JURY SERVICE FOR WHICH YOU ARE SUMMONED WILL RESULT IN UNDUE HARDSHIP OR EXTREME INCONVENIENCE BECAUSE OF A GRAVE ILLNESS IN YOUR FAMILY OR A SIMILAR SERIOUS PROBLEM, AND YOU WANT TO ASK FOR A TEMPORARY EXCUSE, YOU MUST NOTIFY THE CLERK OF COURT, **IMMEDIATELY** IN WRITING UPON RECEIPT OF THIS SUMMONS OR **IMMEDIATELY** UPON LEARNING OF ANY SUCH SERIOUS PROBLEM WHICH ARISES LATER.

A REQUEST FOR TEMPORARY EXCUSE MUST BE MADE IN WRITING TO THE ADDRESS ON THE ENCLOSED ENVELOPE. INCLUDE A STATEMENT OF THE FACTS RELATING TO THE HARDSHIP AND THE EARLIEST DATE IN THE NEAR FUTURE WHEN YOU CAN SERVE. IF YOU FAIL TO NOTIFY THE COURT IMMEDIATELY OF A HARDSHIP AND ASK FOR A TEMPORARY HARDSHIP EXCUSE WHEN YOU REPORT FOR JURY DUTY, YOU WILL NOT BE PAID FOR ATTENDANCE FEE OR TRAVEL ALLOWANCE OR SUBSISTENCE ALLOWANCE IF YOU ARE EXCUSED.

**JUROR HANDBOOK** BOTH THIS JUROR GUIDE AND THE ENCLOSED JUROR HANDBOOK HAVE BEEN PROVIDED TO INFORM YOU OF YOUR RESPONSIBILITIES AS A JUROR. **PLEASE READ THIS INFORMATION CAREFULLY.**

**SELECTION** PROSPECTIVE JURORS ARE SELECTED RANDOMLY FROM VOTER REGISTRATION LISTS FROM THE NINE COUNTIES WITHIN THE EASTERN DISTRICT OF PENNSYLVANIA (28 U.S.C. 1861, **ET SEQ.**) COUNTIES INCLUDE BERKS, BUCKS, CHESTER, DELAWARE, LANCASTER, LEHIGH, MONTGOMERY, NORTHAMPTON AND PHILADELPHIA.

**TERM OF SERVICE** YOU ARE BEING CALLED FOR A TWO DAY/ONE TRIAL TERM OF JURY SERVICE. THIS MEANS THAT IF YOU ARE SELECTED FOR A CASE DURING THESE TWO DAYS, YOU WILL BE REQUIRED TO SERVE UNTIL COMPLETION OF THE TRIAL. JURORS WHO REPORT FOR JURY SERVICE AND WHO ARE NOT SELECTED TO HEAR A TRIAL ON ANY OF THESE DAYS ARE EXCUSED AT THE END OF THE SECOND DAY AND THEIR OBLIGATIONS TO SERVE AS FEDERAL JURORS ARE FULFILLED FOR TWO YEARS.

**CALL-IN JURORS** JURORS ARE REQUESTED VIA THE JURY SUMMONS TO CALL OUR **CODE-A-PHONE** NETWORK 1-800-829-0189 AFTER 5:00 P.M. ON THE BUSINESS DAY BEFORE THEIR SCHEDULED JURY SERVICE FOR A RECORDED MESSAGE. YOU MUST LISTEN TO THE ENTIRE MESSAGE. THIS PROCEDURE IS FOLLOWED IN ORDER TO MINIMIZE THE INCONVENIENCE CAUSED PROSPECTIVE JURORS DUE TO THE LAST MINUTE TRIAL CANCELLATIONS. IF YOU DO NOT CALL THE CODE-A-PHONE AND YOU REPORT FOR JURY SERVICE AND NO ONE IS NEEDED FOR THAT PARTICULAR DAY, WE CANNOT PAY YOU, NOR CAN WE CERTIFY TO YOUR EMPLOYER YOU WERE HERE FOR JURY SERVICE. IF YOU ARE NOT REQUIRED TO REPORT FOR JURY SERVICE IN ACCORDANCE WITH THIS SUMMONS, YOU WILL BE POSTPONED FOR UP TO TWELVE MONTHS.

**TRIAL LOCATION** THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA HOLDS COURT IN PHILADELPHIA, READING, ALLENTOWN, EASTON. MOST TRIALS WILL OCCUR IN PHILADELPHIA AND YOU ARE EXPECTED TO REPORT FIRST TO THE PHILADELPHIA COURTHOUSE. (SEE ENCLOSED MAP) AT THE TIME OF SELECTION FOR A TRIAL, YOU WILL BE NOTIFIED AS TO WHICH LOCATION YOUR TRIAL WILL BE HELD AND WILL BE GIVEN FURTHER INFORMATION REGARDING JURY SERVICE IN READING, ALLENTOWN OR EASTON.

**HOURS** GENERALLY, JURY DUTY HOURS WILL RUN FROM 9:00 A.M. TO 4:40 P.M., WITH ONE HOUR FOR LUNCH. WHEN ASSIGNED TO SERVE ON A TRIAL, HOURS WILL BE DETERMINED BY THE JUDGE HEARING THE TRIAL. YOU WILL NOTIFIED AS TO THESE SPECIFIC HOURS BY THE JUDGE OR THE COURTROOM DEPUTY CLERK.

**PAYMENT** YOU WILL BE PAID BY CHECK WITHIN APPROXIMATELY THREE WEEKS AFTER YOUR LAST DATE OF SERVICE. ONE CHECK WILL BE ISSUED.

**DAILY JURY FEE** JURORS RECEIVE \$40.00 FOR EACH DAY IN ATTENDANCE. THE COURT

REQUIRED TO CANNOT PAY AN ATTENDANCE FEE FOR DAYS YOU ARE NOT REPORT TO COURT.

**MILEAGE FEE** JURORS ALSO RECEIVE \$.375 PER MILE AS MEASURED FROM YOUR RESIDENCE TO THE COURTHOUSE AND FROM THE COURTHOUSE BACK TO YOUR RESIDENCE. THE COURT WILL COMPUTE THE MILEAGE.

**SUBSISTENCE ALLOWANCE** IF A JUROR LIVES MORE THAN 50 MILES FROM THE COURTHOUSE AND REMAINS OVERNIGHT, THE JUROR WILL RECEIVE A SUBSISTENCE ALLOWANCE: \$173 PER NIGHT IN PHILADELPHIA, \$118 PER NIGHT IN READING, \$97 PER NIGHT IN ALLENTOWN, \$104 PER NIGHT IN EASTON. IF A JUROR IS MORE THAN 50 MILES FROM THE PHILADELPHIA COURTHOUSE, THE JUROR IS PERMITTED TO STAY AT THE HOTEL THE NIGHT BEFORE JURY SERVICE COMMENCES. **ASK FOR THE "GOVERNMENT" RATE.** SOME OF THE HOTELS IN THE AREA GIVE THE JURORS A GOVERNMENT RATE, BUT ARE NOT REQUIRED TO DO SO. THE LIST ON THE LAST PAGE SHOWS HOTELS AND RESTAURANTS IN THE IMMEDIATE VICINITY OF THE COURTHOUSE. THIS IS NOT MEANT TO BE AN ENDORSEMENT SINCE THERE ARE MANY OTHER QUALITY HOTELS AND RESTAURANTS IN THE AREA. **PARKING FEES ARE INCLUDED IN THE SUBSISTENCE ALLOWANCE.**

**PARKING** PARKING FEES WILL BE INCLUDED IN YOUR CHECK FOR JURY SERVICE. IN ORDER TO REIMBURSE THE JUROR FOR PARKING FEES, THE COURT WILL NEED A VALIDATED PARKING RECEIPT. ON THE BACK OF THE RECEIPT, YOU WILL PUT YOUR NAME AND YOUR FIRST DAY OF SERVICE. YOU WILL TAKE A POSTAGE PAID ENVELOPE AND MAIL THE PARKING RECEIPTS TO THE COURT.

**TOLL CHARGES** JURORS WILL BE REIMBURSED FOR ALL TOLL CHARGES INCURRED IN COMING TO THE COURTHOUSE. WE DO NEED RECEIPTS FOR THE TOLLS.

**INTERNAL REVENUE SERVICE** EACH JUROR RECEIVING MORE THAN \$600.00 IN *JURY ATTENDANCE FEES ONLY* (NOT INCLUDING MILEAGE AND SUBSISTENCE) WILL BE ISSUED AN IRS FORM 1099 IN JANUARY OF THE FOLLOWING YEAR. THE \$40.00 ATTENDANCE FEE IS CONSIDERED BY THE IRS AS TAXABLE INCOME; YOU WILL NEED TO REPORT IT

WHEN YOU FILE YOUR TAXES. YOU MUST KEEP A RECORD OF THE PAYMENTS MADE, SINCE NO W-2 FORMS ARE PROVIDED NOR ARE TAXES WITHHELD.

**EMPLOYMENT PROTECTION** THE JURY SYSTEM IMPROVEMENT ACT, ENACTED BY THE UNITED STATES CONGRESS IN 1978, FURNISHES EMPLOYMENT PROTECTION FOR PERSONS SUMMONED FOR FEDERAL JURY SERVICE. TITLE 28 U.S.C. SECTION 1875 PROVIDES THE FOLLOWING:

“NO EMPLOYER SHALL DISCHARGE, THREATEN TO DISCHARGE, INTIMIDATE OR COERCE ANY PERMANENT EMPLOYEE BY REASON OF SUCH EMPLOYEE'S JURY SERVICE, OR THE ATTENDANCE IN CONNECTION WITH SUCH SERVICE, IN ANY COURT OF THE UNITED STATES.”

A COPY OF THE ACT IS AVAILABLE TO YOU UPON REQUEST. THE ACT AFFORDS A JUROR A RIGHT OF ACTION IN THIS COURT AGAINST ANY OFFENDING EMPLOYER AND PROVIDES FOR APPOINTMENT OF COUNSEL FOR THE JUROR AT GOVERNMENT EXPENSE. THE ACT ALSO PROVIDES THAT WHEN A JUROR RETAINS PRIVATE COUNSEL AND PREVAILS IN THE LAWSUIT, COUNSEL FEES MAY BE AWARDED.

**EXTREME WEATHER** IN CASE OF SNOW OR OTHER **EXTREME** WEATHER CONDITIONS, IT IS REQUESTED THAT YOU CALL THE COURT'S **CODE-A-PHONE** NETWORK, WHICH WILL BE A RECORDING, FOR A SPECIAL ANNOUNCEMENT BEFORE LEAVING YOUR HOME TO ATTEND COURT. A MESSAGE WILL BE RECORDED BY 5:30 A.M. ON TELEPHONE NUMBER 1-800-829-0189. IF YOU HAVE NOT HEARD AN ANNOUNCEMENT BY 6:00 A.M. AND THERE IS NO MESSAGE ON THE CODE-A-PHONE THAT TRIALS HAVE BEEN CANCELLED, YOU SHOULD ASSUME THAT COURT WILL BE IN SESSION AND YOU ARE TO REPORT FOR JURY SERVICE AS SCHEDULED. IN ADDITION, THE RADIO AND TELEVISION STATIONS *IN YOUR AREA* WILL BROADCAST AN ANNOUNCEMENT IF JURY TRIALS HAVE BEEN CANCELLED FOR THAT DAY. IN PHILADELPHIA, THERE WILL BE AN ANNOUNCEMENT ON KYW TV AND RADIO.

**EMERGENCIES** PLEASE CALL 267-299-7299 FOR OTHER EMERGENCY MATTERS, BETWEEN 8:30 A.M. AND 5:00 P.M.

**JURY ASSEMBLY ROOM (ROOM 2710 ON THE SECOND FLOOR)**

THE UNITED STATES DISTRICT COURT CONTINUOUSLY STRIVES TO MAKE YOUR WAIT IN THE JURY ASSEMBLY ROOM AS COMFORTABLE AS POSSIBLE. BOOKS, MAGAZINES, GAMES AND A TELEVISION ARE AVAILABLE TO YOU FOR USE WHILE YOU ARE IN THE COURTHOUSE. A SNACK BAR IS LOCATED DIRECTLY DOWN THE HALL FROM THE JURY ASSEMBLY ROOM. RESTROOMS ARE LOCATED AT BOTH ENDS OF THE JURY ASSEMBLY ROOM. **SMOKING IS PROHIBITED. THIS IS A SMOKE FREE BUILDING.**

SHOULD AN EMERGENCY ARISE IN THE JURY ASSEMBLY ROOM, IMMEDIATELY NOTIFY ONE OF THE DEPUTY CLERKS IN THE JURY SELECTION OFFICE (ROOM 2208).

THE CLERK'S OFFICE CANNOT BE RESPONSIBLE FOR ITEMS LOST OR STOLEN WHILE YOU ARE ON JURY SERVICE.

**VOIR DIRE (SEE YOUR JUROR HANDBOOK)** JURY SELECTION MAY TAKE PLACE IN THE JURY ASSEMBLY ROOM. WE ASK THAT YOU PLEASE KEEP THE NOISE TO A MINIMUM DURING

THE VOIR DIRE. A VOIR DIRE NORMALLY TAKES PLACE IN THE COURTROOM.

**GENERAL INFORMATION** NO READING MATERIAL IS PERMITTED IN THE COURTROOM.  
ADDITIONALLY, CAMERAS AND *WEAPONS* ARE **NOT** PERMITTED IN THE COURTHOUSE

THE COURT TRUSTS THAT YOUR SERVICE WILL BE PLEASANT, REWARDING AND MEMORABLE.

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA  
U. S. COURTHOUSE  
INDEPENDENCE MALL WEST  
601 MARKET STREET, ROOM 2208  
PHILADELPHIA, PA 19106-1797

#### TRANSPORTATION

GREYHOUND BUS STATION - 1001 FILBERT STREET, PHILADELPHIA,  
215-931-4075 OR 1-800-231-2222  
PETER PAN/TRAILWAYS 1-800-343-9999  
MARKET EAST TRAIN STATION - 11<sup>TH</sup> AND MARKET STREETS  
SUBURBAN TRAIN STATION - 17<sup>TH</sup> AND MARKET STREETS  
SEPTA INFORMATION - 1234 MARKET STREET- 215-580-7800  
AMTRAK - 30<sup>TH</sup> AND MARKET STREETS 1-800-USA-RAIL

#### HOTELS

6000 SHERATON SOCIETY HILL - 2<sup>ND</sup> AND WALNUT STREETS - 215-238-  
HAMPTON INN 1301 RACE STREET - 215-665-9100  
HOLIDAY INN - 4<sup>TH</sup> AND ARCH STREETS - 215-923-8660  
HOLIDAY INN - 1311 WALNUT STREET - 215-735-9300  
COMFORT INN - 100 N. DELAWARE AVENUE - 1-800-228-5150  
BEST WESTERN INDEPENDENCE PARK INN -  
235 CHESTNUT STREET - 1-800-  
624-2988  
PHILADELPHIA MARRIOTT - 1201 MARKET STREET - 215-625-2900  
PHILADELPHIA CROWNE PLAZA 18<sup>TH</sup> AND MARKET STREETS -  
215-561-7500  
215-496-3200 COURTYARD @ MARRIOTT 21 N. JUNIPER STREET @ CITY HALL -  
215-925-0000 OMNI HOTEL AT INDEPENDENCE PARK - 401 CHESTNUT STREET -

#### RESTAURANTS

FEDERAL CAFETERIA - FEDERAL BUILDING - 600 ARCH  
STREET, 2<sup>ND</sup> FL.  
BOURSE BUILDING - 5<sup>TH</sup> AND MARKETS STREETS  
CHINATOWN BETWEEN RACE AND ARCH STREETS AND 8<sup>TH</sup>  
AND 11<sup>TH</sup>  
STREETS  
11<sup>TH</sup> GALLERY FOOD HALL - LOWER LEVEL OF MALL, BETWEEN 9<sup>TH</sup> AND  
STREETS  
AND 8<sup>TH</sup> MELLON INDEPENDENCE CENTER - LOWER LEVEL, BETWEEN 7<sup>TH</sup>

STREETS

READING TERMINAL MARKET - 12<sup>TH</sup> AND ARCH STREETS